

I. The form will be routed/completed in the following order after initiation by unit staff:

- A. Psychology/Psychiatric Services
- B. Health Services
- C. Dental Services
- D. Completed only if transfer is recommended

The form is to be returned at any point that a transfer is not recommended or at the completion of Section D.

II CCC placement requires careful consideration of an inmate’s mental health and medical concerns. Through Form BP-S351, psychology and medical services can help institutional and community corrections staff make good decisions on CCC referrals and placement. The purpose of this form is:

- ◆ to recommend against community-based programming for inmates that have mental health or medical problems and are not appropriate for CCC facilities; and
- ◆ to convey critical mental health or medical information to community corrections staff for inmates who are recommended for transfer to a CCC.

The following grid is a guideline (**only**) for psychology and medical staff to use in completing BP-S351. Staff should review all available documentation on the inmate and use their clinical judgment in choosing one category over another, in making CCC placement decisions, and in the type of information that needs to be communicated to CCC staff. Staff are to choose the category that best describes the inmate at the **expected date of transfer/release**.

Categories	Remarks Section	Helpful Hints
1.	No remarks necessary.	None
2.	Brief Remarks on diagnosis and possible mental health or medical concerns in community (if known).	Focus remarks on issues relevant to CCM and halfway house staff.
3.	Brief Remarks on diagnosis and recommended treatment services or follow up in the community.	Focus remarks on issues relevant to CCM and halfway house staff.
4.	Brief Remarks on diagnosis, medication, and any identified issues that may surface at community placement.	Focus remarks on issues relevant to CCM and halfway house staff.
5.	NOTE “DO NOT RECOMMEND CCC TRANSFER” on form.	Write down rationale for denial in remarks section and/or contact unit team directly.
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